



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	MUNICIPAL COURTS SECURITY OFFICER
3	Posting Number	PN# 106923
4	Department	Municipal Courts Judicial Department
5	Division	N/A
6	Reporting Location	1400 Lubbock
7	Workdays & Hours	Full-time work with benefits, Schedule includes rotations, weekends and holidays*
8		*Subject to change
9	<u>DESCRIPTION OF DUTIES</u> Provide general security services to maintain the orderly and efficient operation of a municipal court. Conduct a physical inspection of the courtroom for security prior to and at the end of each court session. Secure the courtroom when court is not in session, monitor and conduct daily inspections of all security equipment such as duress alarms, fire alarms, telephones/intercoms, fire extinguishers, and first aid kits. Inspect and search persons and personal effects for weapons at the discretion of the judge, assist in seating court participants, spectators and jurors. Perform opening and closing ceremonies of the court, enforce courtroom rules of behavior and issue warnings as needed. Enforce orders of contempt, securing defendant and assisting in processing contempt expeditiously for transfer of defendant to jail personnel for booking. Assist in verifying warrants against defendants on docket for pending cases. Serve citations relating to matters of the court when necessary to expedite trial or court procedures.	
10	<u>ESSENTIAL FUNCTIONS/WORKING CONDITIONS</u> May require working on Saturday and/or Sunday, Evening 2:30 pm - 11:00 pm. The position occasionally requires stooping or bending and the ability to make simple gross motor responses within large tolerances. Occasional light lifting, minor discomforts from exposure to less-than-optimal temperature and air conditions. May deal with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a high school diploma or a GED. Must have CPR training, or the ability to get CPR training within 6 weeks of hiring.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> One year of related work experience is required, preferably in a law enforcement agency. One year of military or police training may be substituted for the above experience requirement.	
13	<u>LICENSE REQUIREMENTS</u>	None
14	<u>PREFERENCES</u> Court experience preferred. Bi-lingual abilities (Spanish/English) and strong ability to interact with the public on a daily basis.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 12</div> <div>\$789.00 - \$1,322.00 Biweekly \$ 20,592 - \$34,504 Annually</div>	
18	<u>OPENING DATE</u>	September 28, 2005
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. The Human Resources TDD Phone number (713) 837-9496 An equal opportunity employer	